

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

4 December 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-146

POSITION: Computer Assistant (D1449000) (GS-0335-07) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Finance Management Branch, Bangor, Maine

SALARY RANGE: \$39,179 to \$50,932 per annum

CLOSING DATE: 22 December 2014

AREA OF CONSIDERATION:

AREA I – All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – All Enlisted members of the Maine Air National Guard

AREA III – All Enlisted personnel eligible for membership in the Maine Air National Guard

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, training, or education which demonstrates the applicants ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience at the GS-07 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of computer codes, abbreviations and language.
2. Knowledge of production control functions.
3. Ability to interpret data requirements and coordinate priorities.
4. Ability to trace and identify processing failures.

COMPATIBILITY CRITERIA: AFSC: 3DXXX, 6FXXX

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

CPT, EN

Human Resources Specialist
(Recruitment and Placement)

D1449000
~~80298000~~

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DUTIES:

This position is located at an Air National Guard (ANG) Flying Wing, Financial Management Branch. The purpose of this position is to plan, organize, and administer the operation of automated financial systems in support of financial management functions and to provide the Financial Manager (FM) direct financial information support.

-- Plans, organizes and administers the computer systems through the entire financial management function. Serves as the primary source of expertise on matters regarding automated computer programs. Works with supported users in performing various automated financial management systems concepts such as data base recovery for resident programs, moving files from one system to another, performing preventive maintenance on systems, configuring user software, installing/deleting software, modifying software configuration, and performing basic configuration management functions.

-- Interfaces with NGB and DFAS financial personnel and on-base computer managers. Serves as the financial management representative on the local computer systems working group to assure that all computer needs are met. Serves as the computer facility manager responsible for the overall operation of computer support in the financial management office. Serves as the Work Group Administrator (WGA) for Finance in support of the Local Area Network (LAN). Responsible for designing and maintaining of WEB page for the entire Financial Management function.

-- Participates in small computer support programs providing guidance to end-users at all levels. Works with other support personnel to train financial management functional end users on the use of office automation computers local and wide area networks, and other financial automated tools. Accepts trouble calls and provides on the spot trouble-shooting assistance and guidance. Sets up financial data system in preparation for deployments.

-- Researches, compiles data within the Financial Management Branch to resolve issues and to improve processes within the Comptroller Activity. Assists supervisors in reviews/studies of methods and procedures employed in FM functions, i.e. entitlements, travel, accounting, etc., in order to develop improvements or revisions to remedy local problems. Reviews FM directives and policies for compliance with established format. To clarify all instructions contained therein for appropriate application of designators, acronyms, abbreviations, and symbols, and to determine currency and continued need. Maintains schedule of all reports, audits, function activities, inspections, internal control reviews and special studies required.

-- Plans, develops and conducts on-the-job (OJT) on computer systems for FM personnel and outside office personnel, i.e. timekeepers, Resource advisors, etc.

-- Performs other duties as assigned.